

SAMPLE

Municipal Letterhead

Re: EPG #

Technical and/or Administrative Force Account Proposal

Dear:

Please find this correspondence as a formal request to set up both the Technical Force Account and Administrative Force Account [list relevant] for the Engineering Planning Grant Program project mentioned above. The following is a description of the necessary staff positions.

Technical Force Account:

List all employee names/titles, description of tasks, hourly rate and estimate of hours.

*Example: Engineer I – This position is responsible for all on-site monitoring and inspections during project activities. The Engineer I is also responsible for compiling, reviewing and verifying all field surveys at an hourly rate of \$25.00 with an estimate of 25 hours. **Total estimated costs: \$625.00***

Administrative Force Account:

List all employee names/titles, description of tasks, hourly rate and estimate of hours.

*Example: Village Clerk – This position is responsible for all aspects of contract administration including, but not limited to, record keeping, payment and voucher preparation and submission at an hourly rate of \$13.50 with an estimate of 50 hours. **Total estimated costs: \$675.00***